



## JOB DESCRIPTION

Title: **MAINTENANCE CUSTODIAN**  
Department: City-Wide  
Class Code: 8110  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1997 (Rev 07/2008)  
Grade Number: 9

### GENERAL PURPOSE

Under general supervision from an administrative superior, performs custodial duties to include overall building and grounds maintenance and repair functions.

**EXAMPLES OF DUTIES** (Any one position may not include all of the duties listed, nor do the listed examples include duties which may be found in all positions of this class.)

- \*-- Cleans, sweeps, mops, scrubs, waxes, and polishes floors by hand or machine; cleans carpet, upholstery and furniture.
- \*-- Washes windows, screens, sills, woodwork, doors, desks, walls, and ceilings.
- \*-- Orders and stocks needed materials and supplies.
- \*-- Cleans and sanitizes rest rooms, dusts and vacuums rooms, locks and unlocks doors; moves equipment and furniture.
- \*-- Collects and disposes of waste, shovels snow, maintains outside sidewalks, and assists in keeping outside premises in an orderly condition.
- \*-- Provides maintenance and minor repairs to plumbing, electrical, HVAC and sprinkler systems; may perform routine carpentry work.
- \*-- Performs some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, and replacing fixtures and partitions; replaces damaged ceiling and floor tiles, repairs carpet.
- \*-- Mows and fertilizes lawn, plants and maintains flower beds, irrigates and maintains irrigation system. Trims trees and sprays for insects.
- \*-- Setting up and taking down tables and chairs for classes and programs.

- Performs related work as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Two (2) years experience in custodial and building maintenance activity (plumbing, electrical, carpentry, etc.).

### Required Knowledge, Skills and Abilities

- Knowledge of cleaning and waxing compounds, heating and ventilating equipment, lawn mowers, irrigating systems, snow blowers, lawn and plant fertilizers and insecticides, floor buffers and custodial equipment, and basic tools utilized in building maintenance; considerable knowledge of maintenance and repair work; thorough knowledge of proper safety techniques and procedures.
- Skill in the operation of a variety of hand tools.
- Ability to understand and carry out routine oral and written instructions, make routine decisions independently, sustain long periods of light to moderately heavy physical activity, and work harmoniously with others.

## **TOOLS & EQUIPMENT USED**

- Floor buffers, steam cleaners, carpet cleaners, vacuum, mops, broom, dusting equipment and various hand tools.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  
- While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderately loud.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.